

ADD, DROP, AND WITHDRAWAL

This policy defines timeframes for students to make changes to their class schedule.

Part 1: Definition of terms

ADD: Register for a course.

DROP: Remove a course and related charges from a student's schedule.

WITHDRAW: Remove a class and receive a grade of "W" on the transcript.

CALENDAR DAY: Every day including weekends and holidays.

ACADEMIC CALENDAR DAY: College business day. Does not count weekends/holidays.

Part 2: Add/Drop/Withdrawal

Add/Drop

Students may add and/or drop a class through the tenth (10th) academic calendar day of the term. Students will not be obligated for tuition and certain fees for courses dropped within the above-specified time frame. Students who drop a course(s) will not have the course(s) appear on their transcript.

Withdraw

Students may withdraw from courses after the 10th academic calendar day through the "last day to withdraw" as specified on the College's academic calendar. A grade of "W" will appear on the transcript and repayment of financial aid may be required.

Part 3: General

1. Students who are assigned a grade of "F" due to non-attendance or who are assigned a grade of "F" due to academic misconduct (see Student Code of Conduct policy) forfeit their right to withdraw from their courses.
2. Students who withdraw from ALL courses on the same day may receive a refund in accord with the College's Refund Policy.
3. A withdrawal does negatively impact Satisfactory Progress requirements (see Satisfactory Academic Progress policy).
4. Federal financial aid is calculated based on the number of credits for which a student is registered on the end of the 10th academic calendar day. If a student withdraws from a class (es) after the 10th day, his/her financial aid may be adjusted, and repayment may be required. Repayment will not be required if the student substitutes a different class with the same number of credits and has obtained the permission of his/her advisor to late add. Students will not be charge tuition for course dropped within the first 10 academic calendar days.
5. Students must formally drop/add by completing the necessary forms to avoid being charged or impacting financial aid.
6. Students must formally withdraw from courses to avoid being assigned a grade of "F."